

**DELAWARE PROFESSIONAL STANDARDS BOARD  
PROFESSIONAL DEVELOPMENT AND ASSOCIATED  
COMPENSATION SUBCOMMITTEE**

The Townsend Building  
401 Federal Street, Suite 2  
Dover, Delaware 19901

**Meeting Minutes**

September 12, 2017  
1:00 P.M.  
Cabinet Room, Townsend Building

**Members Present:** Matt Burrows, James Comegys, Deanna Hess, Alyssa Moore, Jon Neubauer, Deb Stevens, Rhonda West

**Members Absent:** Theresa Bennett, Mary Cooke, Darren Guido, LouAnn Hudson

**Others Present:** Laura Makransky, Deputy Attorney General, representing the PSB; Rick Lane, PSB Administrative Assistant

**I. Opening**

- A. **Call to Order:** Alyssa Moore called the meeting to Order at 1:05 p.m.
- B. **Roll Call**  
Rick Lane conducted roll call for the meeting with 7 members present (Burrows, Comegys, Hess, Moore, Neubauer, Stevens, and West).
- C. **Approval of Agenda**  
A motion was made by Deb Stevens and seconded by Matt Burrows to approve the September 12, 2017 agenda. ***The motion carried*** (7 Yes to 0 No's – Burrows, Comegys, Hess, Moore, Neubauer, Stevens, and West).
- D. **Approval of Minutes**  
Due to insufficient members present that were in attendance at the July 11, 2017 PDAC Meeting, the minutes were not able to be approved and will be posted in DRAFT format.

**II. Presentations**

None

**III. Professional Standards Board Update**

Chris Kenton updated the committee on recent activities of the PSB.

#### IV. **Review PDACC Charge**

Alyssa Moore and Chris Kenton presented the PDACC charge approved at the July PSB meeting. The members discussed.

#### V. **Micro-credential Vetting Criteria**

Alyssa Moore presented a number of documents for members to review regarding micro-credential vetting criteria. The members discussed.

#### VI. **Other**

None

#### VII. **Public Comment**

None

#### IX. **Adjournment**

A motion to adjourn was made by Matt Burrows and seconded by Deb Stevens. ***The motion carried*** (7 Yes to 0 No's – Burrows, Comegys, Hess, Moore, Neubauer, Stevens, and West). The meeting adjourned at 2:16 p.m.